

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST KAMPALA	2. AGENCY USAID	3a. POSITION NO.
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

- ☐ a. Redescription of duties: This position replaces
Position No. _____ (Title) _____ (Series) _____ (Grade)
- ☒ b. New Position
- ☐ c. Other (explain) _____

5. CLASSIFICATION ACTION

	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Principle Liaison Specialist, FSN-105	FSN-11		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)

7. NAME OF EMPLOYEE

Vacant

8. OFFICE/SECTION

Front Office (DIR/O)

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee Date(mm-dd-yy)

Typed Name and Signature of Supervisor Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of Section Chief/Head Date(mm-dd-yy)

Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The USAID/Uganda Principle Liaison Specialist serves as a key advisor and principal operations manager to the USAID/Uganda Mission Director. He/she assists the Office of the Mission Director in: 1) : Information Gathering, Analysis and Reporting on matters of strategic importance to USAID's development program; 2) Providing strategic advice and managing partnerships with Government of Uganda (GOU) officials; 3) Develop contacts to build linkages, partnerships and networks with civil society organizations, private sector actors and development partners; 4) Support Mission-wide intra-office coordination and collaboration to implement the Country Development Cooperation Strategy; 5) Liaise with USAID implementing partners on development policy issues; 6) Work with the Mission Director and Deputy Mission Director to manage Mission priorities and scheduling; and, 7) Perform other duties as assigned to assist the USAID/Uganda Front Office.

The incumbent serves as the principle assistant to the Mission Director on matters pertaining to liaising with Mission Senior Management across all US Government (USG) agencies on matters related to host country contacts, communication, and working meetings with GOU officials. The incumbent is responsible for providing substantive advice on host country political dynamics, background information on issues of relevance or requiring management action from the Mission Director, structuring briefings and meetings for interaction with Mission stakeholders, and drafting guidance on responses relevant to partner meetings in which the Mission Director is involved. The Principle Liaison Specialist works closely with the Front Office support staff to align the Mission Director's agenda, strategy, and direction with Mission priorities. The incumbent enables the Mission Director to concentrate time, effort, and priorities on strategic activities. The incumbent demonstrates the highest standards of integrity. He/she will manage complex situations and multiple responsibilities simultaneously, mixing long-term projects with the urgency of immediate demands. The incumbent must also have the demonstrated ability to deal with highly confidential information and act as a liaison between the Mission Director and other partner or Mission entities, both internal and external. The incumbent must also show the willingness and ability to manage large amounts of detail with great care and accuracy. He/she will interface with Mission Office Directors to ensure adequate preparations for Mission Director engagements organized by various offices.

14. MAJOR DUTIES AND RESPONSIBILITIES

The Principle Liaison Specialist will work closely with the USAID/Uganda Executive Secretary to ensure effective Front Office operations. This position has four core areas of responsibility: relationship management; strategy management; operations management in interfacing with the Embassy, USG Washington staff, GOU, Development Partners, Implementing Partners, and other Front Office relationships affecting USAID's development program; and Front Office organization ensuring that systems are in place for the effective time management and achievement of mission strategic goals.

Relationship Management (35%)

Duties include, but are not limited to:

- (1) Gather information, analyze it and generate concise reports and reporting cables on matters of strategic importance to USAID's development program;
- (2) Build networks with national leaders to serve as a platform to promote USAID development programs and build strategic linkages to enhance the effectiveness of those programs;
- (3) Develop and manage a relationship management system that facilitates effective communications both inside and outside of USAID;
- (4) Provide strategic advice on how to structure and manage strategic relations with high-ranking GOU officials;
- (5) Develop contacts to build linkages, partnerships, and networks with civil society organizations, private sector actors, and development partners;
- (6) Support the Mission Director's internal and external communications, both written and oral.

Age Strategy Management (25%)

- (1) Support alignment of Front Office focus and time management to priorities in the new Country Development Cooperation Strategy;
- (2) Support Mission-wide intra-office coordination and collaboration to implement the Country Development Cooperation Strategy;
- (3) Assist in fostering inter-program collaboration at the district level through structuring appropriate district-GOU relationships, when needed;
- (4) Liaise with key GOU officials and institutions to build understanding about USAID development priorities and ensure uniformity of messaging to these entities.

Operations Management (25%)

- (1) Liaise with USAID implementing partners on development policy issues as requested by the Front Office;
- (2) Work with the Mission Director and Deputy Mission Director to manage Mission priorities;
- (3) Ensures that the Mission Director is prepared for meetings and events. Works closely with Office Directors and support staff to ensure the appropriate management of the Mission Director's calendar so that all priorities are met. Coordinates activities, sets agendas, and summarizes deliverables for Senior Team, Leadership Team;
- (4) Other duties as assigned.

Front Office Organization (15%)

- (1) Effective time management tools operating to ensure alignment of time usage with Mission strategic priorities;
- (2) System development and implementation to manage contacts with key stakeholders and prioritize meetings as well as delegation of representational duties to senior Mission staff;
- (3) Work with knowledge management team to improve access to information on all Mission programs
- (4) Ensure systems for proper management of records, correspondence and documentation is electronically accessible and easy to find.

The incumbent will work closely with senior USAID/Uganda staff to ensure follow-up of Front Office required actions. He/she will participate in the development of activity ideas.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

A Master's degree in liberal arts, business, management, or related field is required.

b. Prior Work Experience:

A minimum of five to seven years of general experience in development or diplomatic work is required. The incumbent must have working experience in a position with responsibilities similar to the duties outlined. Prior management knowledge and/or experience, either within the USG or with an international organization is required.

c. Post Entry Training:

Training in relevant USAID administrative procedures and regulations; Programing Foreign Assistance (PFA) course; Project Design; Foreign Diplomacy; Leadership training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

The candidate must be fluent (Level IV) in both spoken and written English, and be able to serve as both editor and speechwriter when called upon, producing high quality documents and correspondence for the USAID/Uganda Front Office.

e. Job Knowledge:

Substantive knowledge of the national political, economic, security, and cultural environment of Uganda is required as the incumbent will have to interact with a range of partners including national and county government, international development organizations, civil society organizations who implement USAID/Uganda programs, and the business community. Must be completely computer literate, with excellent knowledge of Microsoft Office Suite (Word, Excel, Power Point, and Access), as well as Google Mail and document systems.

f. Skills and Abilities:

The incumbent must be able to prioritize and complete tasks quickly and efficiently; must be highly motivated, dedicated, a self-starter, and able to work in challenging and stressful environments; excellent interpersonal skills, with the ability to work in a team setting; and, ability to easily interact with tact and diplomacy when interacting with high level officials and USAID partner organizations. The ability to gather and analyze information and develop a plausible interpretation of implications for USAID programs is critical. He/she must demonstrate understanding the contextual complexities of Uganda and how development programs should assimilate these. Communication skills to articulate the information to provide strategic advice and manage USAID-GOU institutional relationships must be sophisticated and nuanced. The incumbent should have proven ability to develop new linkages, partnerships and networks with civil society organizations, private sector actors, and development partners that will enhance USAID development results. He/she must be able to support coordination with other sections within the US Embassy, with USAID/Uganda's Implementing Partner teams, with donors and the GOU, as directed by Front Office requirements. The incumbent must exhibit skill to collaborate with, and achieve results through, others, the ability to build strong and sustainable relationships, and the capability to interact within all levels of the Agency.

The incumbent must have high-level collaboration skills, with outstanding diplomacy, analytical and organizational skills, finely honed oral and written communication skills, laterally to others on the executive team, downward through the system, and upward to the Mission Director and senior management. He/she must demonstrate keen judgment and emotional intelligence, in addition to a successful track record of achieving results through persuasion and collaboration rather than explicit reporting relationship. The incumbent must also possess critical thinking skills, using logic and reasoning to identify strengths and weaknesses, and have the ability to seek alternative solutions, conclusions, and approaches to problems. He/she must have the ability to flawlessly manage significant amounts of detail and a successful track record managing multiple complex projects simultaneously.

He/she must exercise discretion, sound judgment, and the highest professional ethics. The incumbent must have the ability to weigh issues in an unbiased manner. He/she must be flexible and highly organized. Demonstrated success in information gathering and analysis, and professional reporting is essential. Incumbent must be available to travel frequently within UGANDA and as required internationally.

16. POSITION ELEMENTS

- a. Supervision Received:
Reports directly to the Mission Director
- b. Supervision Exercised:
Supervises 1-2 Front Office administrative assistants
- c. Available Guidelines:
Foreign Affairs Manual, USAID Handbooks, Automated Directory System (ADS), Foreign Affairs Handbook, Federal Travel Regulation, OMB circulars, Treasury manuals and Federal Procurement Regulations, etc.
- d. Exercise of Judgment:
Considerable independence and exercise of judgment is required in performing the duties.
- e. Authority to Make Commitments:
None.
- f. Nature, Level, and Purpose of Contacts:
Daily contacts with USAID (FSN, USPSC, USDH) staff, DO team staff, US Embassy FMC staff, Implementing Partners' personnel and host government officials.
- g. Time Required to Perform Full Range of Duties after entry into the Position:
12 months.